



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 25

EFFECTIVE DATE: **March 31, 1994; Revised July 24, 2003**

SUBJECT: **Dress Code**

AUTHORIZATION: _____

Whitman J. Kling, Jr.
Deputy Undersecretary

I. POLICY:

It is the policy of the Division of Administration (DOA) that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contributes significantly toward the public impression of the DOA. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor will make the final decision whether the dress is appropriate for the work environment.

Further, because of working in close proximity to co-workers, employees must also be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions and should also limit the use of fragrances (e.g. hand lotions, potpourris, air fresheners) within the workplace.

II. PURPOSE:

The purpose of this policy is to set forth guidelines addressing employee work apparel, grooming, and personal hygiene.

III. APPLICABILITY:

This policy shall be applicable to all employees in all sections within the Division of Administration both general appropriation and ancillary appropriations.

IV. PROCEDURE:

Each section within the DOA is required to issue a dress code policy, which outlines the following points:

- Defines the business purpose for the policy (e.g., maintaining a professional image to its clients and to the general public).
- Defines the appropriate attire based on work performed, the work setting, safety issues, and employee contact with clients and the general public.
- Lists specific examples of acceptable and unacceptable attire (e.g. shorts, sweat pants, etc.).
- Addresses the use of colognes, lotions, and other fragrances within the workplace.
- Addresses the consequences for violation of the policy.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Determining appropriate guidelines for dress for each position under his/her supervision.

Producing a section policy which outlines the guidelines above.

Forwarding a copy of the policy to the Office of Human Resources for technical review prior to submitting to the appointing authority for approval.

Assuring that each employee under his/her supervision, current and new:

- Is made aware of any applicable dress code policy and its contents as

well as any forthcoming revisions, and

- Is informed that he/she must abide by the terms of the policy as a condition of employment, and
- Is informed of the consequences of violation of the policy.

Providing for formal review of any applicable dress code policy with all employees on a cyclical basis.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining records of any dispute between the agency and an employee regarding the dress code including any written statement from the agency or employee of the reasons for the disagreement.

Monitoring the effectiveness of any applicable dress code policy and making appropriate changes when necessary.

Dealing with violations and grievances in a fair and consistent manner.

Resolving disagreements between supervisors and employees regarding the appropriateness of specific clothing.

Managers/Supervisors Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees Are Responsible For:

Arriving at the duty station dressed in accordance with applicable section policies and the job duties of the position.

Considering their co-workers when applying colognes, perfumes and after-shave lotions, and limiting the use of other fragrances within the work environment.

Bringing grievances to the attention of a supervisor.

VI. EXCLUSIONS:

Exceptions to this policy must be presented to the Appointing Authority along with compelling justification.

VII. QUESTIONS:

Questions should be directed to the Supervisor, Manager, and/or Section Head or, ultimately, the Appointing Authority.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to enforced leave or leave without pay for the purpose of obtaining appropriate apparel or, if appropriate, disciplinary action.